



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

PALATINE LIQUOR COMMISSION

AGENDA

JUNE 17, 2019

Regular Meeting

7:05 PM

I. ROLL CALL

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - June 3, 2019

III. AGENDA ITEMS

1. Consider a Request for a Class E (Temporary) Liquor License for the Rotary Club of Palatine's 'Oktoberfest' Celebration on September 20-22, 2019
2. Consider a Request for a Class E (Temporary) Liquor License for the Palatine Jaycees Fall Back Brew Fest to be Held on Saturday, November 2, 2019 at 340 E. Palatine Road

IV. ADJOURNMENT



VILLAGE OF PALATINE
 VILLAGE HALL - COUNCIL CHAMBERS
 200 E. WOOD STREET
 PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

PALATINE LIQUOR COMMISSION

MINUTES

JUNE 3, 2019

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 8:41 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Present	
Greg Solberg	Commissioner	Present	
Kollin Kozlowski	Commissioner	Absent	
Brad Helms	Commissioner	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Village Attorney Nicholas Standiford, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Fire Chief Scott Andersen, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Community Services Harry Spila, Director of Human Resources Pam Jackson, Deputy Village Clerk Doris Sadik, and Police Chief Alan Stoeckel

II. MINUTES APPROVAL

- Palatine Liquor Commission - Regular Meeting - May 6, 2019 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Tim Millar, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

III. AGENDA ITEMS

- Consider a Motion Granting a Class H (Banquet Hall) Liquor License for Excellence Banquets, Inc. (d/b/a Excellence Banquets) at 1170 E. Dundee Road
- Approved by Voice Vote

Village Manager Reid Ottesen stated this is consistent with what was approved earlier this evening.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

2. Consider a Motion Accepting a Report of a Stock Transfer for Double L International Management LLC (d/b/a The Dream Place) at 1280 E. Dundee Road - **Approved by Voice Vote**

Village Manager Reid Ottesen explained that this additional owner involves less than 50%, but more than 5%, therefore not requiring a whole new license.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, Commissioner
SECONDER:	Doug Myslinski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

3. Consider a Motion Accepting a Report of Stock Transfer and Corporate Change for Sushi Para Restaurant at 1268 E. Dundee Road - **Approved by Voice Vote**

Village Manager Reid Ottesen stated this involves no change in operations, but it is over 50% stock transfer; therefore, it requires issuance by the Liquor Commission of a new Liquor License effective July 1, 2019.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Tim Millar, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

IV. ADJOURNMENT – Time: 8:43 PM

Motion to Adjourn - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, Commissioner
SECONDER:	Tim Millar, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Consider a Request for a Class E (Temporary) Liquor License for the Rotary Club of Palatine's 'Oktoberfest' Celebration on September 20-22, 2019

BACKGROUND:

The Rotary Club of Palatine wishes to hold their annual Oktoberfest Celebration on September 20 - 22 (Friday - Sunday).

KEY ISSUES:

The Rotary Club of Palatine is requesting a temporary liquor license for the sale of alcoholic beverages (beer and wine) at this event.

The hours will be:

- Friday, September 20: 5 p.m. to 12 a.m.
- Saturday, September 21: 12 p.m. to 12 a.m.
- Sunday, September 22: 12 p.m. to 6 p.m.

The proposed hours are consistent with previous year.

ALTERNATIVES:

1. Approve the request.
2. Recommend different hours.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Oktoberfest - Liquor Request

VILLAGE OF PALATINE TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event <u>Rotary Club of Palatine Oktoberfest</u>		First time event? ☐ Yes ☒ No	
Exact Address of Event <u>Parking lots 4 + 14 @ Smith & Greely Sts</u>			
Date(s) of Event <u>Sept 20, 21, 22, 2019</u>		Hours of Event <u>20 5-MID 21 12-12 22 12-6P</u>	
Phone number/website for publication <u>WWW.PalatineRotary.COM</u>		Estimated attendance <u>15K</u>	Last year's actual attendance <u>15K</u>

Describe the events community and/or cultural benefit

Rotary Club of Palatine's Annual Fund raiser for local charities

CONTACT INFORMATION

Name of Sponsoring Organization <u>Rotary Club of Palatine Foundation</u>		Contact person from Sponsoring Organization <u>Cindy Stoeckel</u>	
Sponsoring Organization Address <u>P.O. Box 0412</u>		City <u>Palatine</u>	Zip <u>60067</u>
Name of Organizer/Coordinator <u>Cindy Stoeckel</u>		Email [REDACTED]	
Organizer/Coordinator Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Phone Number [REDACTED]	Cell Phone Number [REDACTED]	Fax Number [REDACTED]	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service	Time from: (am/pm)	Time to: (am/pm)	Type of Alcoholic Beverages
<u>9/20/19</u>	<u>5</u>	<u>12</u>	☒ Beer
<u>9/21/19</u>	<u>12</u>	<u>12</u>	☒ Wine
<u>9/22/19</u>	<u>12</u>	<u>6</u>	☐ Mixed Drinks
			☐ Other

A Copy of the following must be attached to every application:

- ☐ Site Plan
- ☐ Certificate of Insurance evidencing Dramshop Liability
- ☐ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☐ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

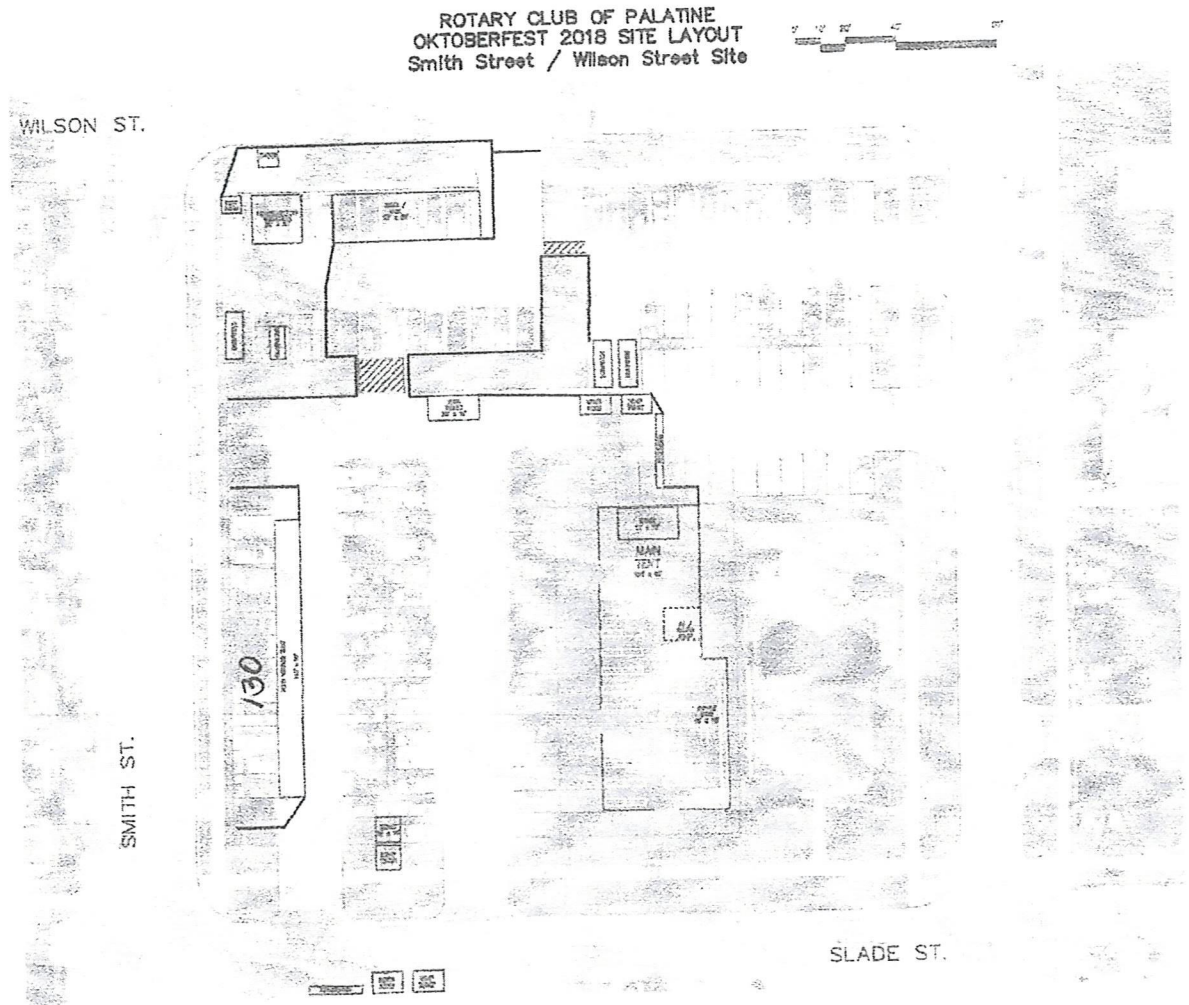
Must provide copy of State Liquor License upon Issuance to the Village

All persons who sell or serve alcoholic liquor and/ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.

C. Stoeckel
Signature of Organizer

6.10.19
Date

TEMPORARY EVENT LIQUOR LICENSE APPLICATION



VILLAGE OF PALATINE TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

Attachment: Oktoberfest - Liquor Request (Oktoberfest 2019 - Liquor License)

If applicable the following must be included:

- ☐ Location of food vendors (F)
- ☐ Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- ☐ Public entrances and exits
- ☐ Location of sound stages and amplified sound

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Consider a Request for a Temporary Liquor License (Class E) for the Palatine Jaycees Fall Back Brew Fest to be Held on Saturday, November 2, 2019 at 340 E. Palatine Road

BACKGROUND: The Palatine Jaycees are requesting a temporary liquor license for their 3rd annual Fall Back Brew Fest, to be held on Saturday, November 2, 2019 (from Noon - 5 PM). The fest will be held at 340 E. Palatine Road in the Family Aquatic Center parking lot and will feature music and food selection from food trucks. A diagram of the serving area is attached. The proposed use and event hours are consistent with what was approved by the Palatine Park District at their April 9, 2019 Board Meeting.

KEY ISSUES: The beer tasting festival will offer an opportunity to sample from over 150 brews from different local and national breweries while supporting a local organization. Twenty tickets will be provided for regular admission, while 25 tickets will be provided to those with VIP admission. Each ticket is good for a 3 oz beer tasting. There will be no additional beer sales beyond the samples that come with admission. A condition of approval is that all individuals handling alcohol must be BASSET certified or have completed the liquor ID training. A representative from the Jaycees will be available for questions. This event was held last year with no incidents.

ALTERNATIVES:

1. Approve request.
2. Refer back to Staff.

RECOMMENDATION:

At the discretion of the Commission.

ACTION REQUIRED:

At the discretion of the Commission.

ATTACHMENTS:

- Fall Back Brew Fest



VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

GENERAL EVENT INFORMATION

Name of Event

Fall Back Brew Fest

Exact Address of Event

340 E. Palatine Rd (Parking Lot)

Type of Event (Check all applicable)

☒ Festival ☐ Run/Walk ☐ Parade ☐ Car Show ☐ Craft Fair ☐ Fireworks ☐ Other

Date(s) of Event

11/2/19

Hours of Event

12:00pm-5:00pm

Total Hours (Set-Up - Tear Down)

9:00am-8:00pm (11 hours)

Phone number/website for publication

847-604-0288 www.palatinejaycees.com

Estimated attendance

500

Last years actual attendance

450

Describe the event's community and/or cultural benefit

A beer tasting festival offering the community an opportunity to sample over 150 brews from different local and national breweries, while supporting a local organization's fundraiser. Event will be held Saturday, November 2nd from noon- 5pm (rain or shine) and will feature live music, and food from food trucks.

SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

Palatine Jaycees

Contact person from Sponsoring Organization

Sarah McKillop

Sponsoring Organization Address

PO BOX 1517

City

Palatine

Zip

60078

Phone Number

[REDACTED]

E-Mail

[REDACTED]

Website

www.palatinejaycees.org

ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

Sarah McKillop

E-mail

[REDACTED]

Organizer/Coordinator Address

[REDACTED]

City

[REDACTED]

Zip

[REDACTED]

Phone Number

[REDACTED]

Cell Phone Number

[REDACTED]

Fax Number

[REDACTED]

EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

Hannah Meadow

E-mail

[REDACTED]

Emergency Contact Address

[REDACTED]

City

[REDACTED]

Zip

[REDACTED]

Phone Number (24hours)

[REDACTED]

Cell Phone Number

[REDACTED]

Fax Number

[REDACTED]

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

EVENT OVERVIEW

Are you providing/serving food at your event that is considered potentially hazardous, being prepared on-site, or being re-packed and sold in bulk?

☐ Yes ☒ No

Below are some foods exempt from a permit (not all are listed):
-Pre-packaged, non-potentially hazardous foods (i.e. packaged cookies, chips, crackers, bread, etc.)
-Non-potentially hazardous, minimally cut, unprocessed fruits or vegetables (i.e. apples, bananas, etc.)

QUESTIONS ON WHAT QUALIFIES AS EXEMPT? CALL (847) 359-9090.

If yes, how many vendors? _____

Each vendor must submit a Temporary Food Event Permit Application 14 days prior to the event. Applications can be found at:
<http://www.palatine.il.us/events/forms/applications.aspx>.
Questions? Contact (847) 359-9090. Please see application for full details on what is required.

Are you erecting either: (1) tent(s) larger than 20'x40' (or 800 sq. ft.) or (2) that accommodates more than 100 people or (3) temporary structure(s) (i.e. stage) taller than 2' in height or (4) that will be equipped with temporary electrical power?

☒ Yes ☐ No

If yes, you must submit a Temporary Structure Permit Application 30 days prior to the event. Applications can be found at:
<http://www.palatine.il.us/events/forms/applications.aspx>.
Questions? Contact (847) 359-9037. Electric submissions are NOT accepted. Please see application for full details on what is required.

Are you serving alcoholic beverages at your event?

☒ Yes ☐ No

Alcohol vendors must submit a Special Event Liquor License 60 days prior to the event. You must obtain a Special Event Liquor License for each liquor vendor. Applications can be found at:
<http://www.palatine.il.us/events/forms/applications.aspx>.
Questions? Contact (847) 359-9031.

Will the event include a Race/Walk or Parade?

☐ Yes ☒ No

If yes, you must complete, Page 3, Section 1.

Will electronic sound amplification equipment or a public address system be used at the event?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 2.

Are you utilizing any public parking lots, Village streets or other Village property for your event?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 3.

ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct. I agree to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

Sarah McKillop

Digitally signed by Sarah McKillop
Date: 2019.04.10 11:27:03 -05'00'

Signature of Organizer

4/10/19

Date

Application must include the following documentation

- ☒ Special Event Application (Page 1, 2, 3, 4)
 - ☒ Certificate of Insurance (see Section 5)
 - ☒ Site Plan and/or Race/Parade Route Map
- *You MUST submit a new site plan or parade/race route on an annual basis.**

APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event

Fall Back Brew Fest

SECTION 1: RACE/WALK, PARADE INFORMATION

☒ Not Applicable

Starting Location

Ending Location

Approximate Number of Attendees (runners/marchers)

Approximate Number of Vehicles (cars/floats)

Location of Assemble (Registration)

Location of Personal Vehicle Parking

Please attach a course map, with location of the staging area, start/finish lines, and water/first aid stations

SECTION 2: NOISE CONTROL PLAN

☐ Not Applicable

Please attach a Site Plan, with the location of the stages and sound systems,
the location and direction of all speakers, and the proximity to residential properties

Amplified sound will be used from: (am/pm)

12:00pm

Amplified sound will be used to: (am/pm)

5:00pm

Describe the sound system(s)

A live band will be set up and play for a total of 2 hours, 1pm-2pm and 3pm-4pm. All sound will come from the band speakers with amplifier.

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary:

Sound will be controlled by the band and audio mixer. This will also be monitored by the fest chairs. Sound volume can be adjusted as necessary.

The Village has the right to require applicants to revise locations, hours, or plans to control amplified music/speech.

SECTION 3: PARKING LOT/PROPERTY USAGE/CLOSURE INFORMATION

☐ Not Applicable

Public Parking Lot / Property Intended for "Event"

Lot Number or Location	Date of Closure	Time of Closure	Date to Reopen	Time of Reopen
Aquatic Center Parking Lot	11/1	8am	11/3	12pm
St. Paul Church Parking Lot	11/2	8am	11/2	8pm

1. No staking in the street or public parking lot is permitted.
2. Only chalk or other Village approved marking is permitted (no spray paint).
3. Any debris/stains must be removed immediately prior to the opening of the street/public parking lot.
4. No structures may be erected on any street/public parking Lot without prior approval/permit.

VILLAGE OF PALATINE

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
 Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SECTION 4: INDEMNITY/HOLD HARMLESS AGREEMENT

Name of Sponsoring Organization

Palatine Jaycees

Name of Event

Fall Back Brew Fest

Date(s) of Event

11/2/19

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the Village of Palatine, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Village of Palatine, its officials, agents and employees, arising in whole or in part or in consequence of the Event, and/or its employees, and or subcontractors' participation in Event, or which may in any way result therefore. The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Palatine, its officials, agents and employees, in any such action, the Organization shall, at its own expense, satisfy and discharge the same.

The Organization expressly understands and agrees that any performance bond or insurance policies required by the Village of Palatine, or otherwise provided by the Organization shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Palatine, its officials, agents and employees as herein provided.

The Organization expressly understands and agrees that the Village shall be named as an additional insured party on the insurance policy and that the Organization shall have no permission or authority to engage in the Event until evidence deemed acceptable to the Village has been provided to establish that the Village has been named as an additional insured party on the insurance policy.

Robert Doty

Digitally signed by Robert Doty
 Date: 2019.05.17 10:40:25 -05'00'

SIGNATURE

Rob Doty

Palatine Jaycees President

5/17/19

PRINT NAME

TITLE/POSITION

DATE

SECTION 5: INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

Sponsoring Organization will be required to provide an original Certificate of Insurance evidencing the following insurance minimums:

Commercial General Liability - minimum \$1,000,000 per occurrence

Final acceptance of applicant is contingent on applicant naming the Village of Palatine, their employees, agents and officials as additional insured.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/16/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008		CONTACT NAME: Client Service Team PHONE (A/C, No, Ext): 630-694-4268 E-MAIL ADDRESS: USClientService@ajg.com FAX (A/C, No): 630-694-4401	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Nautilus Insurance Company	17370
		INSURER B : Illinois Union Insurance Company	27960
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 348410313

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		NC446950	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Bodily injury prp Dam \$ 500 Ded COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						\$ \$ \$ \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability			LQRILF144896784	9/1/2018	9/1/2019	General Aggregate \$1,000,000 Each Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The following are named as Additional Insured with respects to the general liability per contract or written agreement: Village of Palatine, their employees, agents, and officials.

CERTIFICATE HOLDER

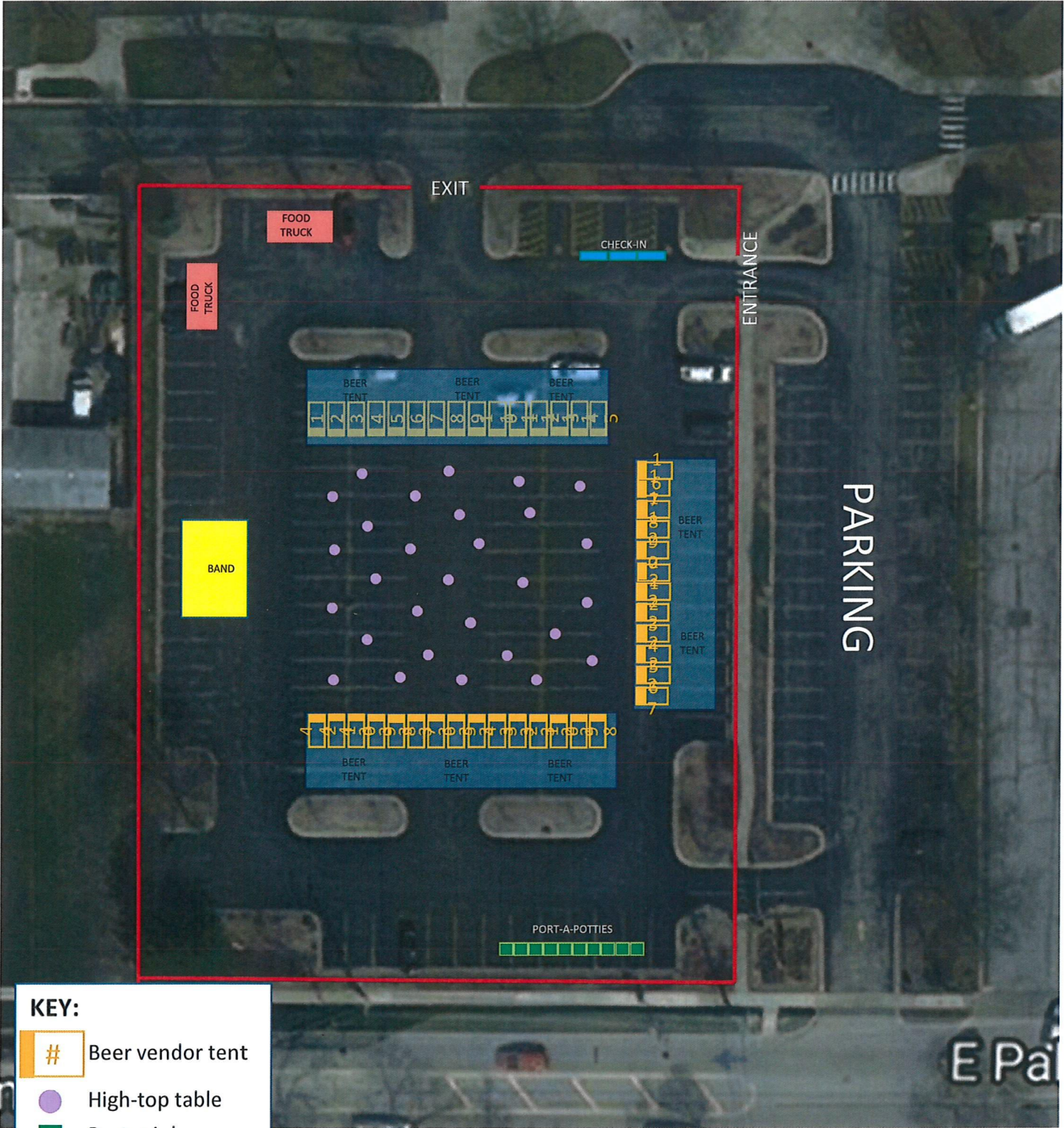
CANCELLATION

Village of Palatine
 200 E Wood Street
 Palatine IL 60067

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

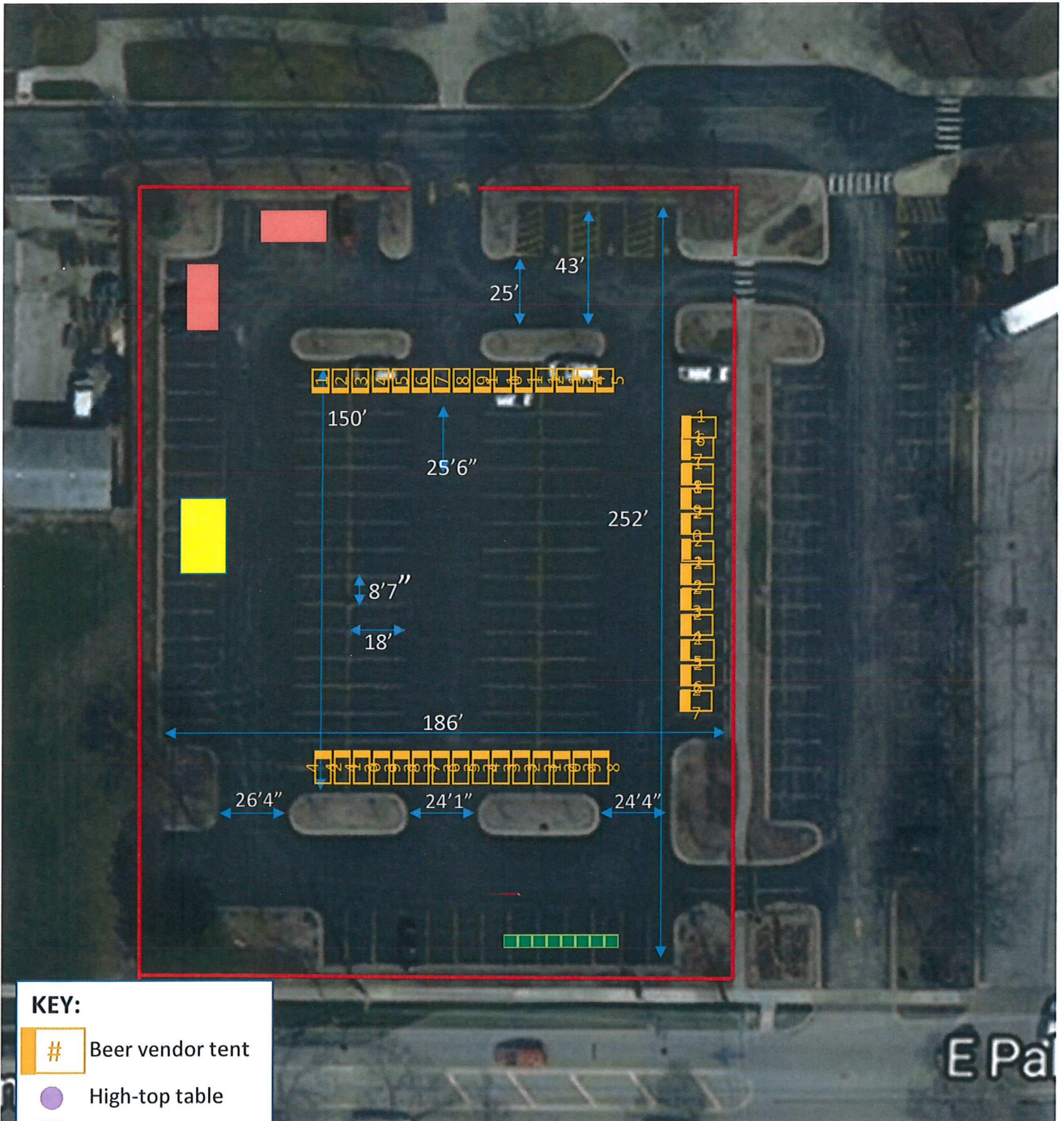
AUTHORIZED REPRESENTATIVE

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KEY:

- # Beer vendor tent
- High-top table
- Port-a-john
- Snow fencing
- Band tent
- Food Truck





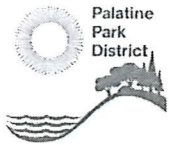
NOTICE OF MEETING

REGULAR MEETING AGENDA

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
 Village of Palatine Community Center Building in Community Room B
 200 East Wood Street in Palatine
 April 9, 2019 at 7:00 p.m.

- I Call to Order/Roll Call
- II Approval of Agenda
- III Approval of Consent Agenda
 - A. Regular Meeting Minutes of March 26, 2019
 - B. Approval; Warrant #7 - including Expenses for Travel Expenses
- IV Visitors and Citizens Comments
- V Presentations
 - A. Palatine Township Senior Citizens Council (PTSCC) Annual Report
- VI New Business
 - A. Approval of Palatine Township Senior Citizens Council (PTSCC) Funding Request
 - B. Approval; Resolution #19-04 Recognition of Palatine Township Senior Citizens Council (PTSCC) Executive Director Carol Reagan
 - C. Approval; Palatine Jaycees Request Regarding Fall Back Brew Fest
 - D. Approval; Van Replacement
 - E. Award of Bid; Installation of Concrete Pads and ADA Pathway
 - F. Award of Bid; 2019 Program T-Shirt Order
- VII Department Reports
 - A. Review of Written District Services and Projects Department Report
 - B. Review of Written Recreation Department Report
 - C. Review of Written 2018 Fitness Center Report
- VIII Executive Director's Report
- IX Commissioners' Comments
 - A. Individual Comments
 - B. Future Agenda Items
- X Adjournment

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Palatine Park District Special Use Permit

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Please indicate the Special Use Permits that you would like to be considered:

- | | |
|---|---|
| ☒ Waiver of fees/deposit | ☐ Assembly/protest/service gathering |
| ☒ Fundraising event | ☐ Display/exhibit on District property |
| ☒ Serving alcoholic beverages | ☐ Overnight parking |
| ☒ Selling alcoholic beverages | ☒ Parades or festivals |
| ☒ Amplified sound/music | ☐ Artificial lighting |
| ☐ Use after posted hours of operation | ☐ Other _____ |

Organization/Group Palatine Jaycees
 Contact Person Sarah McKillop & Hannah Meadow
 Address PO BOX 1517
 City Palatine
 State/Zip IL/60078
 Phone 847-421-8330

Rental Date November 1-3, 2019
 Time of Rental Nov 1, 8am to Nov, 3 12pm
 Facility/Park Requested Aquatic Center Parking Lot
 Event Type Festival
 Estimated # in attendance 500
 E-Mail semckillop@gmail.com

I will indemnify and hold harmless the Palatine Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on this contract, in its entirety, and agree to abide by it.

Applicant Signature Sarah McKillop Digitally signed by Sarah McKillop
 Date: 2019.03.27 09:56:34 -05'00'

Date 3/27/19

Executive Director Approval [Signature]

Date 4/9/19

Updated 1-25-2017

VILLAGE OF PALATINE TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT

Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event Fall Back Brew Fest		First time event? ☐ Yes ☒ No	
Exact Address of Event 340 E. Palatine Rd (Parking Lot)			
Date(s) of Event 11/2/19		Hours of Event 12:00pm - 5:00pm	
Phone number/website for publication 847-604-0288 www.palatinejaycees.com		Estimated attendance 500	Last year's actual attendance 450
Describe the events community and/or cultural benefit			

CONTACT INFORMATION

Name of Sponsoring Organization Palatine Jaycees		Contact person from Sponsoring Organization Sarah McKillop	
Sponsoring Organization Address PO BOX 1517		City Palatine	Zip 60078
Name of Organizer/Coordinator Sarah McKillop		Email [REDACTED]	
Organizer/Coordinator Address [REDACTED]		City Palatine	Zip 60067
Phone Number	Cell Phone Number [REDACTED]	Fax Number	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service			Type of Alcoholic Beverages
Date	Time from: (am/pm)	Time to: (am/pm)	
11/2/19	12:00pm	5:00pm	☒ Beer
			☐ Wine
			☐ Mixed Drinks
			☒ Other <u>cider</u>

A Copy of the following must be attached to every application:

- ☐ Site Plan
- ☐ Certificate of Insurance evidencing Dramshop Liability
- ☐ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☐ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

Must provide copy of State Liquor License upon Issuance to the Village

All persons who sell or serve alcoholic liquor and ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.

Signature of Organizer

Date

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Page 1 of 2

Packet Pg. 18

Attachment: Fall Back Brew Fest (Jaycees Fall Back Brew Fest 2019 - Liquor License)



VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

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INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

Attachment: Fall Back Brew Fest (Jaycees Fall Back Brew Fest 2019 - Liquor License)

If applicable the following must be included:

- ☐ Location of food vendors (F)
- ☐ Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- ☐ Public entrances and exits
- ☐ Location of sound stages and amplified sound

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Page 2 of 2

Packet Pg. 19



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/16/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008		CONTACT NAME: Client Service Team PHONE (A/C, No, Ext): 630-694-4268 E-MAIL ADDRESS: USClientService@ajg.com FAX (A/C, No): 630-694-4401	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Nautilus Insurance Company	
		INSURER B: Illinois Union Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
 Palatine Jaycees
 C/o Jason Coroneos
 1512 Artaius Pkwy Suite 102
 Libertyville IL 60048

PALAJAY-01

COVERAGES

CERTIFICATE NUMBER: 173710149

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			NC446950	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Bodily injury prp Dam \$ 500 Ded COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐ AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability			LQRILF144896784	9/1/2018	9/1/2019	General Aggregate \$1,000,000 Each Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Events @ Palatine Community Park @ 262 E. Palatine Rd., Palatine, IL 60067 June 29, 2018-July 4th (Hometown Fest) and November 3, 2018 (Fall Back Brew Fest)

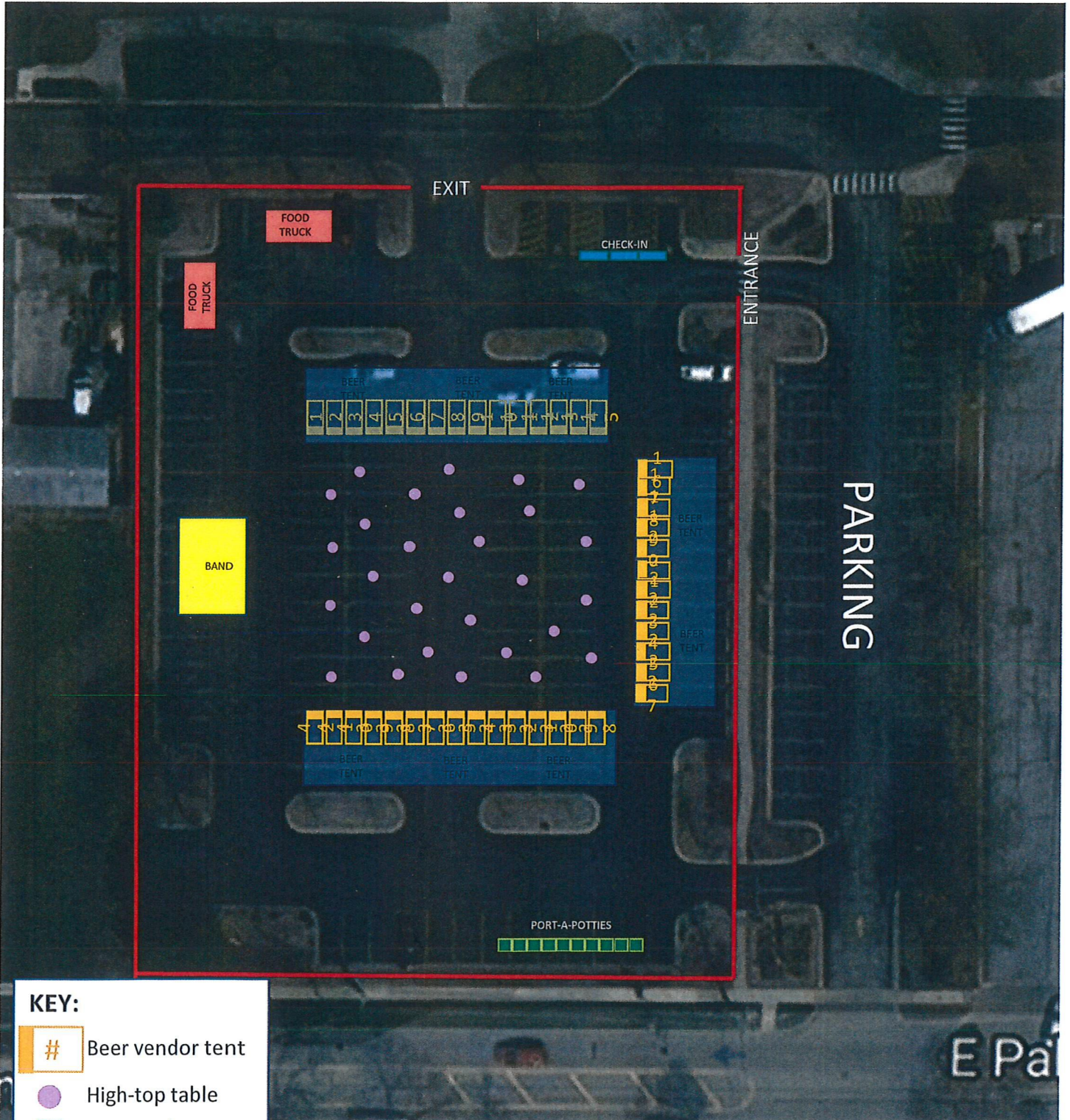
CERTIFICATE HOLDER

CANCELLATION

Illinois Liquor Control Commission
 100 West Randolph
 Suite 7-801
 Chicago IL 60601

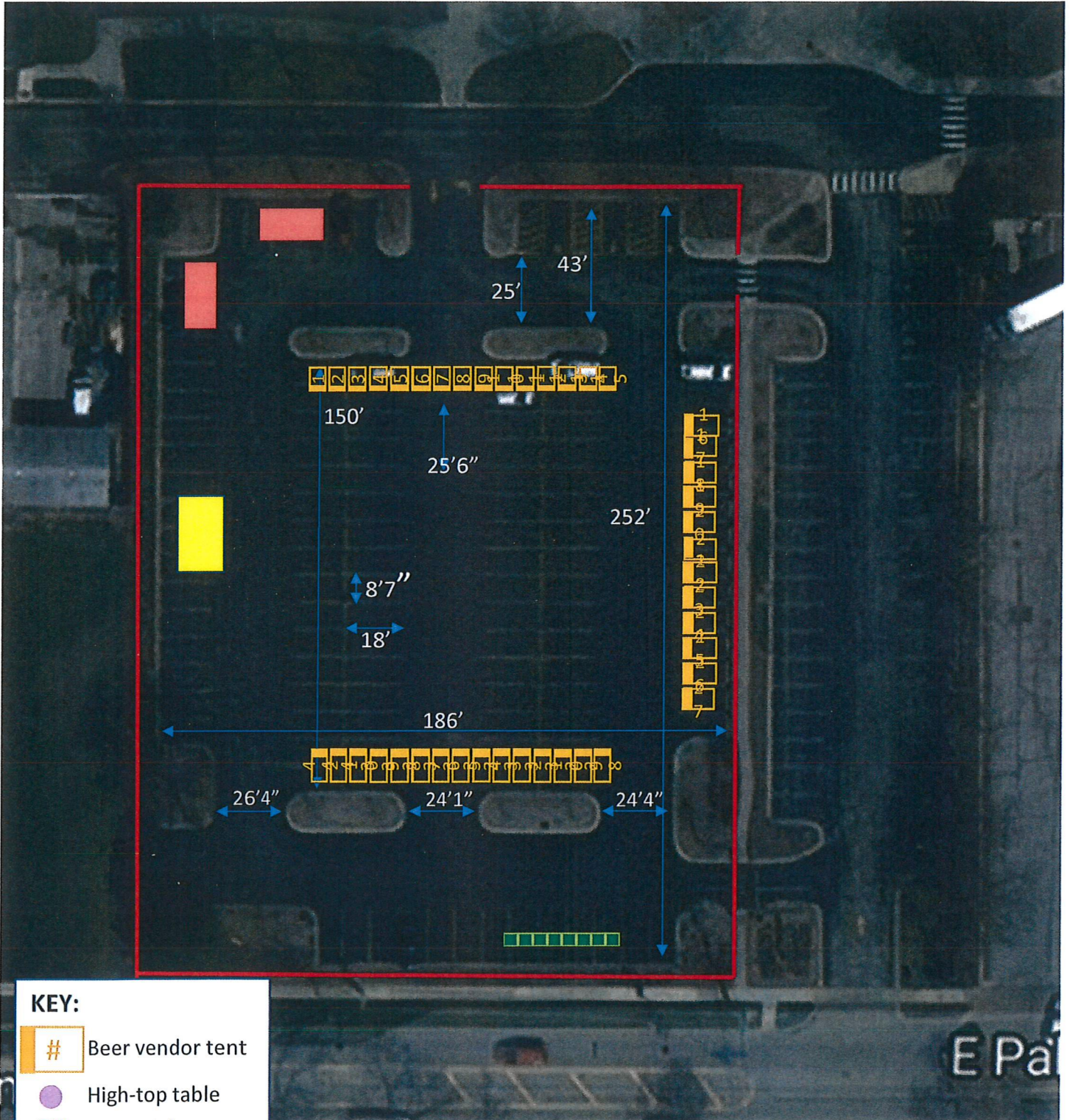
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



KEY:

-  Beer vendor tent
-  High-top table
-  Port-a-john
-  Snow fencing
-  Band tent
-  Food Truck





NOTICE OF MEETING

REGULAR MEETING AGENDA

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
 Village of Palatine Community Center Building in Community Room B
 200 East Wood Street in Palatine
 April 9, 2019 at 7:00 p.m.

- I Call to Order/Roll Call
- II Approval of Agenda
- III Approval of Consent Agenda
 - A. Regular Meeting Minutes of March 26, 2019
 - B. Approval; Warrant #7 - including Expenses for Travel Expenses
- IV Visitors and Citizens Comments
- V Presentations
 - A. Palatine Township Senior Citizens Council (PTSCC) Annual Report
- VI New Business
 - A. Approval of Palatine Township Senior Citizens Council (PTSCC) Funding Request
 - B. Approval; Resolution #19-04 Recognition of Palatine Township Senior Citizens Council (PTSCC) Executive Director Carol Reagan
 - C. Approval; Palatine Jaycees Request Regarding Fall Back Brew Fest
 - D. Approval; Van Replacement
 - E. Award of Bid; Installation of Concrete Pads and ADA Pathway
 - F. Award of Bid; 2019 Program T-Shirt Order
- VII Department Reports
 - A. Review of Written District Services and Projects Department Report
 - B. Review of Written Recreation Department Report
 - C. Review of Written 2018 Fitness Center Report
- VIII Executive Director's Report
- IX Commissioners' Comments
 - A. Individual Comments
 - B. Future Agenda Items
- X Adjournment

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Applicant Signature Sarah McKillop Digitally signed by Sarah McKillop
 Date: 2019.03.27 09:56:34 -05'00'
 Executive Director Approval [Signature]

Date 3/27/19
 Date 4/9/19

Updated 1-25-2017